eCourtMN
Minnesota Judicial Branch

skills, tools, and knowledge on our way to a paperless court

Filing a New Case in eFS

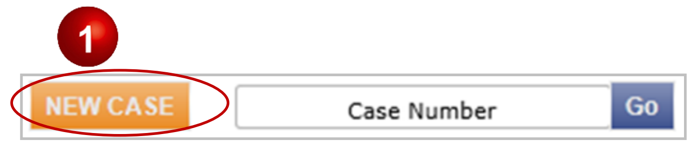
How do I initiate a new case in eFS?

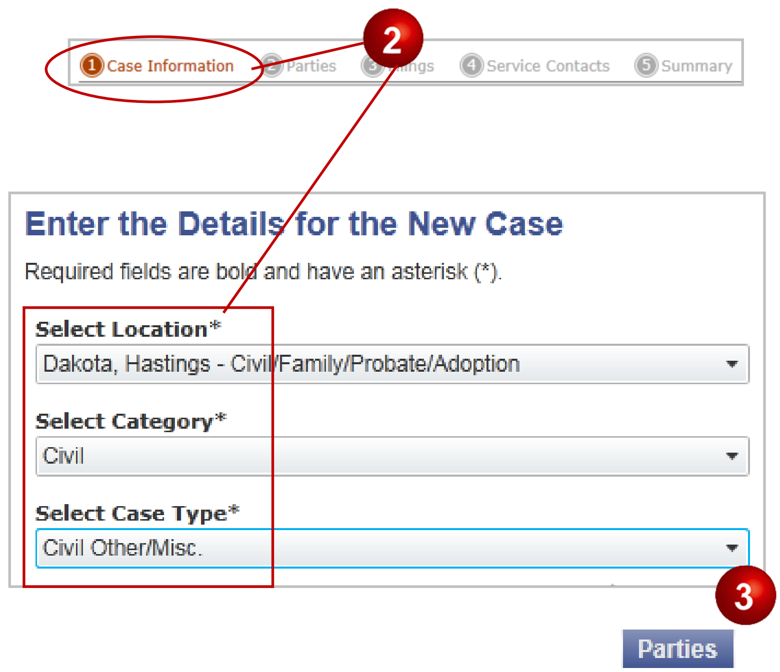
1. Click the **New Case** button.
2. Enter the details for the New Case which includes:
   - Select **Location** carefully as choosing the wrong one will cause your filing to be rejected
   - Select a **Category**
   - **Case Type**: Choose one that best describes the type of case you're filing.
   - Select the **Filing Attorney** from the drop-down.
   - Select the **Payment Account** type to cover fees associated to this filing.
3. Click the **Parties** box on the bottom right side of the screen to continue to next screen. If the party type you expect to see isn't listed, ensure you've selected the right case type.
4. Select the **Party Type** you represent **or** click **Add Party** and follow steps to enter the required information. If the party type you expect to see isn't listed, ensure you've selected the right case type.
5. Enter all required fields which includes:
   - First Name
   - Last Name

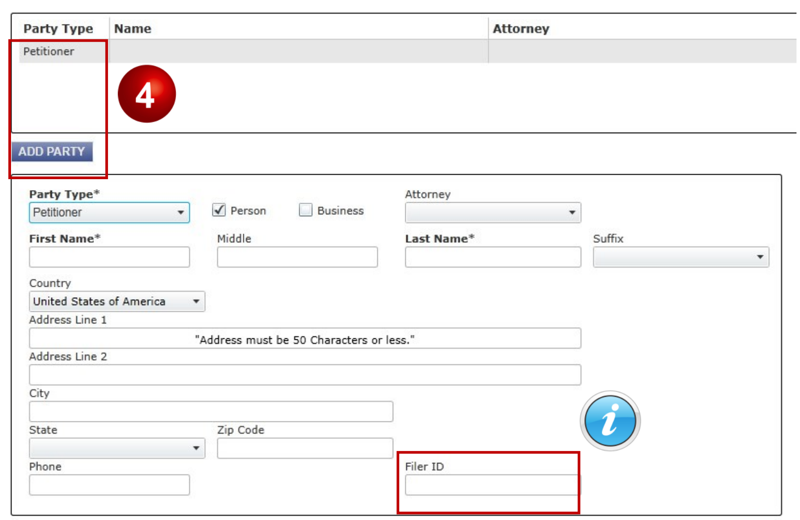
   The address, city and state are not required, but we recommend entering this information.

If you're a frequent filer, use your Filer ID to autofill your party info. Not sure of what it is? Call your local court. eFS Filer IDs and MNCIS Person Numbers are the same.

6. Click **Filings** to continue.





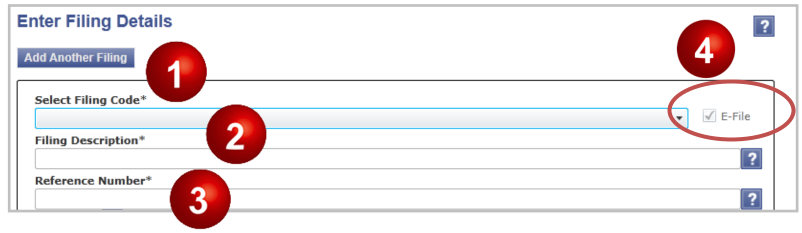


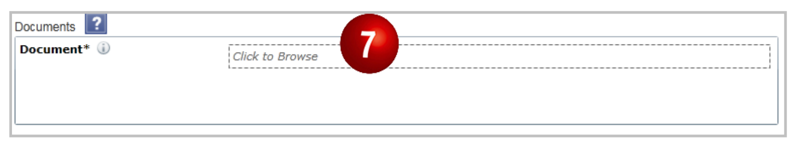
How do enter the Filings Details?

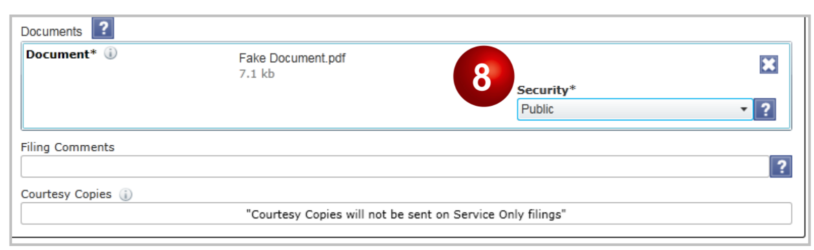
1. **Select Filing Code** from the drop-down box to select the document you are filing.
2. Type a brief description of the document in **Filing Description.**
3. Add a **Reference Number** for your internal records.
4. The **eFile** box will be checked.
5. Select the correct **Optional Services** fee on the left.
6. Click **add** to add fee to other side under the Selected Optional Services column. Repeat steps 2 and 3 for each optional service.
7. Add the document:
   - Click on **Click to Browse**. Windows Explorer will open.
   - Select a document from your files, then click **Open** to attach it.
8. Click the **Security** drop down box and select the appropriate security level.

Optional:

- **Filing Comments -** filing instructions for the courts. Does not show in court record.
- **Courtesy Copies -** enter email addresses for electronic copies of filing.





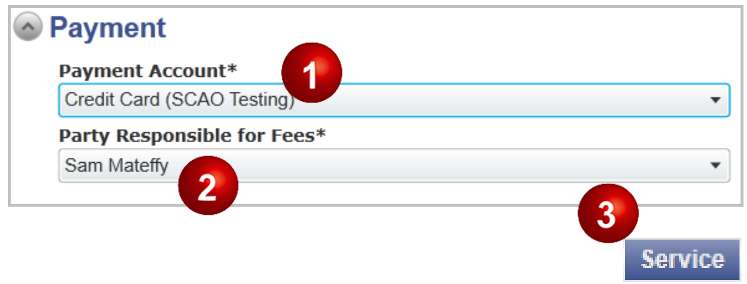


Be sure that all attached documents are in a PDF Format, preferably searchable. Please see the [Creating a Searchable PDF Document] Quick Reference Guide.

Filing a New Case in eFS

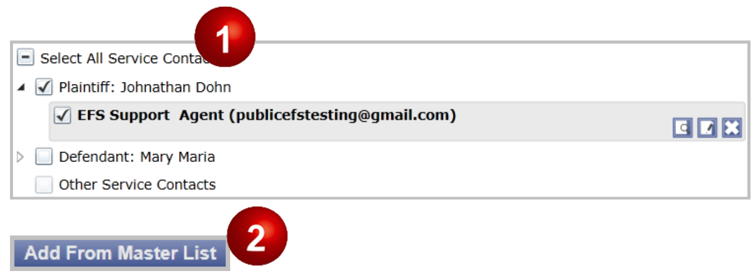
How do I select the payment information?

1. Click the **Payment Account** drop-down menu to select payment information.
2. Click the **Party Responsible for Fees** drop-down menu to select party information.
3. Click **Service**.



How do I pick who will receive notifications and service on this case?

1. Click on the **Party's Name** that you would like to add a Service Contact.
2. Click **Add From Master List**.
3. Click the name of contact in the **Firm Service Contacts** box.
4. Click **Add** to move name to the Case Service Contacts Box.
5. Click **save** and the Service Contact will appear under the chosen party.
6. Click **Summary** to continue.

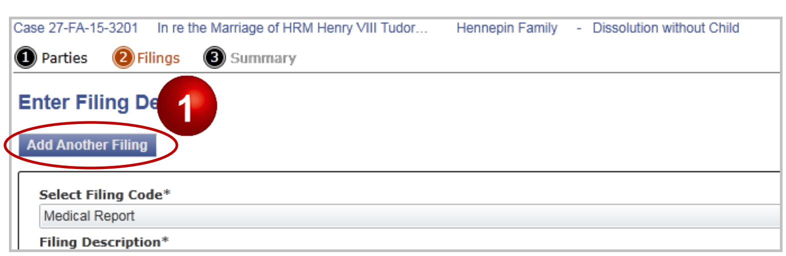


To add a new Service Contact see the [The eService in eFS Quick Reference Guide.]()

Can I file more than one document into a case at a time?

Yep. When you've finished entering the information on the first filing you can add another one in the same way.

1. Click **Add Another Filing.**
2. Repeat the steps you completed to add the first filing.



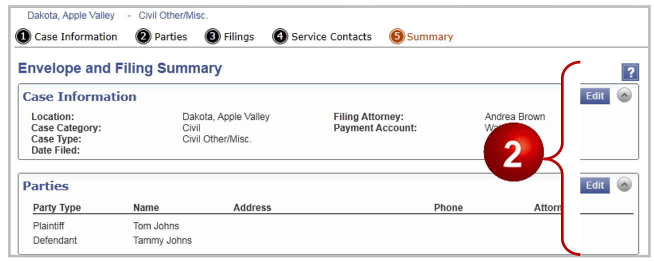
Filing a New Case in eFS

What if I need to make a change on a filing before I submit it?

In the Summary, you can review your filing and change portions, if needed before you submit it. Once you've submitted the filing, you cannot change it.

How Do I change information on my filing?

1. Click **Edit** in any section you want to change.
2. Edit your filing.



How do I submit my filing?

1. Click **Submit**.
2. Read the Submission Agreement , then check the box and click I **Agree**.
3. A confirmation window displays with your Envelope number and status:
   - Click **View Receipt** to see the detailed Envelope information

     OR
   - Select **OK**.